

# Jessie Younghusband School



## **POLICY FOR THE DELEGATION OF THE FINANCIAL POWERS AND DUTIES OF THE GOVERNING BODY**

**Approved Spring 2023**

**Review Spring 2025**

## **POLICY REGARDING THE DELEGATION OF GOVERNING BODY FINANCIAL POWERS AND DUTIES**

The Governing Body of Jessie Younghusband School is responsible for the financial management of the school to ensure the best possible education for its pupils.

Many governing body responsibilities can be delegated to committees or individuals. To ensure sound financial control, this policy statement specifies the decisions of the full governing body with regard to which financial functions it chooses to delegate to a committee and which to an individual. Where responsibility has been delegated, all decisions and actions taken will be reported back to the full governing body and properly recorded.

The policy takes into account:

- i) The West Sussex Scheme for Financing Schools
- ii) Schools' Financial Regulations
- iii) Schools' Financial Procedures
- iv) School's Standing Orders on Procurement and Contracts

Governors do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend a school's budget share, or delegating that power to the Headteacher. The governing body, as a corporate body, is accountable for all actions taken in its name by individuals or committees to which it has delegated functions. Where the Headteacher delegates tasks to other members of staff, the Headteacher remains accountable to the governing body.

The full governing body will review this policy annually.

Signed: .....  
Chair of Governors

Dated: .....

**TERMS OF REFERENCE FOR THE DELEGATION  
OF THE FINANCIAL POWERS AND DUTIES OF THE GOVERNING BODY**

Each governing body is responsible for the financial management of its school. In order to allow the school to function efficiently, delegation to the headteacher, and possibly to other members of staff, will be necessary. The extent and level of any such delegation is for each governing body to determine, although it is suggested that the governing body consider delegating as many responsibilities as practicable to the headteacher. The headteacher may then delegate to other staff as appropriate.

In this template a shaded box indicates that such delegation is not permitted because of national or WSCC regulations or would not be best practice. Where committees exist, the name of the committee to which the function is delegated should be specified either in the column heading(s) or in the Comments column. Further comments may be added where you wish to clarify your decision.

Activities are listed in alphabetical order and not according to level of importance.

| <b>Activity</b>  | <b>Gov. Body</b> | <b>Committee(s)</b> | <b>Head</b> | <b>Staff</b> | <b>Comments</b> |
|--|------------------|---------------------|-------------|--------------|-----------------|
| <b>Accounting</b>  |                  |                     |             |              |                 |
| 1. Adhering to accounting policies and guidelines issued by the County Treasurer                             |                  |                     | √           |              |                 |
| 2. Maintaining accurate, reconciled and up to date records to provide financial and statistical information. |                  |                     |             | √            |                 |

| Activity  | Gov. Body | Committee(s) | Head | Staff | Comments  |
|---|-----------|--------------|------|-------|-----------|
| <b>Assets</b>   |           |              |      |       |           |
| 3. Arranging security of buildings, furniture, equipment, stock, stores and cash.                           |           |              |      | √     |           |
| 4. Maintaining an inventory of all movable items of equipment and security marking such items.              |           |              |      | √     |           |
| 5. Checking annually the inventory to verify the location and condition of each item of equipment.          |           |              |      | √     |           |
| 6. Authorising the disposal of unusable or obsolete equipment included in the inventory.                    |           | √            |      |       | Resources |
| 7. Maintaining a record of all property borrowed by staff.  |           |              |      | √     |           |
| <b>Audit</b>  |           |              |      |       |           |
| 8. Availability of records and documents for inspection by the County Treasurer's Management Audit Section. |           |              |      | √     |           |
| 9. Implementing recommendations arising from an audit inspection.   |           |              | √    |       |           |
| 10. Receiving the report from an audit inspection and the response to the Action Plan.                      |           | √            |      |       | Resources |

|  |                  |                     |             |              |  |
|--|------------------|---------------------|-------------|--------------|--|
| 11. Adopting and promoting a Confidential Reporting Policy.  | √                |                     |             |              |  |
| <b>Activity</b>  | <b>Gov. Body</b> | <b>Committee(s)</b> | <b>Head</b> | <b>Staff</b> | <b>Comments</b>  |
| 12. Maintaining a register of pecuniary and business interests for governors.  | √                |                     |             |              | clerk  |
| 13. Maintaining a register of pecuniary and business interests for staff.  |                  |                     |             | √            | SBM  |
| 14. Providing reconciled bank statements to the County Treasurer's Schools Financial Support Unit within notified timescales.  |                  |                     |             | √            |  |
| 15. Maintaining a record of all cash holdings in the school.   |                  |                     |             | √            | No petty cash is held                                  |
| 16. Signing of all cheques drawn or authorising payments by BACs   |                  |                     | √           |              | Two signatures required (DHT) for payments over £2000. |
| <b>Budget</b>  |                  |                     |             |              |  |
| 17. Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the school self evaluation form (SEF) and the Asset Management and Premises Development plans. |                  |                     | √           |              | SBM to draw up the budget for approval                 |

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 18. Approving the final budget.   | √ | √ |   |   | Recommended by Resources and approved by FGB  |
| 19. Notifying the approved budget to the LEA by the agreed timescale (31 May).              |   |   |   | √ |   |
| 20. Monitoring income and expenditure and ensuring corrective action taken where necessary. |   | √ | √ |   | Monitored on at least a monthly basis by SBM and HT and reported to Committee at least once per term. Additional meeting of Chair and SBM ½ termly. |

| Activity   | Gov. Body            | Committee(s) | Head                    | Staff | Comments   |
|--|----------------------|--------------|-------------------------|-------|--|
| 21. Approving transfer between budget headings (virements) within agreed limits.   | Virements over £7500 | √            | √<br>Between £500-£3000 |       | All virements must be reported to the next meeting |
| <b>Governor Expenses</b>   |                      |              |                         |       |  |
| 22. Establishing procedures for governors to claim expenses  |                      | √            |                         |       | Resources  |
| <b>Income (including lettings)</b>   |                      |              |                         |       |  |
| 23. Approving a lettings policy and fees   |                      | √            |                         |       | Resources  |
| 24. Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another |                      |              |                         | √     | SBM  |
| 25. Notifying Chief Internal Auditor of receipts of £10,000 or more  |                      |              |                         | √     | SBM  |
| 26. Writing off of debts   |                      | √            |                         |       | Resources  |
| <b>Information and Communication Systems</b>   |                      |              |                         |       |  |
| 27. Controlling systems, security and privacy of data  |                      |              |                         | √     | SBM  |
| 28. Registering under Data Protection legislation  |                      |              |                         | √     | SBM - GDPR   |
| <b>Insurance</b>   |                      |              |                         |       |  |
| 29. Reviewing insurance cover in the light of a risk assessment  |                      |              | √                       |       | Purchased through SLAs approved by Resources       |

| Activity  | Gov. Body | Committee(s)   | Head   | Staff | Comments  |
|---|-----------|----------------|--------|-------|---|
| <b>Investments</b>  |           |                |        |       |   |
| 30. Setting aside funds in Accumulating Fund  |           | √              |        |       | Not currently used at JYS   |
| <b>Orders and Paying for Goods, Works and Services</b>  |           |                |        |       |   |
| 31. Ensuring that all contracts and agreements conform with the Standing Orders                                     |           |                | √      |       |   |
| 32. Accepting quotations/tenders and authorising orders/contracts for goods, works and services up to £75,000       | √         | √<br>(per TOR) | *<br>√ |       | *Work over £2000 should be discussed at Resources in advance unless urgent remedial work is needed. |
| 33. Accepting tenders and authorising contracts for goods, works and services between £75,000 and £150,000 in value | √         | √              |        |       | Resources and FGB   |
| 34. Receipting and custody of all tenders   |           |                | √      |       |   |
| 35. Authorising staff to open tenders   |           |                | √      |       |   |
| 36. Not making payments unless goods have been received to the correct price, quantity and quality standard         |           |                |        | √     | SBM   |



|                                     |   |                  |                     |             |              |  |
|-------------------------------------|---|------------------|---------------------|-------------|--------------|--|
| 37.                                 | Paying the correct person and the correct amount supported by an invoice                                    |                  |                     | √           | √            | This is the responsibility of the cheque signatory (See 16) or BACs authorised staff (SBM) |
| 38.                                 | Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period |                  |                     |             | √            | SBM / Admin team   |
| 39.                                 | Approving applications for Business/Credit Cards  |                  | √                   |             |              | <b>Resources</b>   |
|                                     | <b>Activity</b>   | <b>Gov. Body</b> | <b>Committee(s)</b> | <b>Head</b> | <b>Staff</b> | <b>Comments</b>  |
| <b>Salaries, Wages and Pensions</b> |   |                  |                     |             |              |  |
| 40.                                 | Notifying the County Treasurer of any matters affecting payments to employees                               |                  |                     |             | √            | SBM  |
| 41.                                 | Certifying pay documents and other time records   |                  |                     | √           |              |  |
| 42.                                 | Approving salary policy and annually reviewing Headteacher's salary   |                  | √                   |             |              | Staffing and Pay Committee   |
| <b>Taxation</b>                     |   |                  |                     |             |              |  |
| 43.                                 | Complying with VAT and CIT regulations  |                  |                     |             | √            | SBM  |
| <b>Voluntary Funds</b>              |   |                  |                     |             |              |  |
| 44.                                 | Administering of voluntary funds  |                  |                     |             | √            | No voluntary fund held currently   |
| 45.                                 | Appointing an independent Examiner / Auditor  |                  | √                   |             |              | Resources<br>No voluntary fund held currently  |

|                                       |  |   |  |  |  |
|---------------------------------------|--|---|--|--|--|
| 46. Receiving audited annual accounts |  | √ |  |  | Resources<br>No voluntary fund held<br>currently |
|---------------------------------------|--|---|--|--|--|